

Certificates of Non Availability Packet Requirements

Simple CNA-Final approval authority is the JBLM Housing Division Chief

Category-Pregnancy- (RECOMMEND SM STARTS CNA PROCESS AT START OF 3RD TRIMESTER)

- FSBP-HJB Form Letter 200 (must be signed through Company Commander)
- Signed Profile DA 3349 with Delivery Due Date
- Orders Assigning Soldier to JBLM OR ERB

Category-Parental Custody (Custodial Parent)

- FSBP-HJB Form Letter 200 (must be signed through Battalion Commander)
- Copy of Court ordered document validating Service Member as the custodial parent
- Orders Assigning Soldier to JBLM OR ERB

Category-CID/CI-Special Agents, Lab Examiners, and Counterintelligence Soldier

- FSBP-HJB Form Letter 200 (must be signed through Company Commander)
- Validation of their status as a Special Agent Lab Examiners, or a role Counter Intelligence
- Orders Assigning Soldier to JBLM OR ERB

Category-Home Purchase in the local area prior to the Soldiers assignment to JBLM

- FSBP-HJB Form Letter 200 (must be signed through Battalion Commander)
- Copy of mortgage or deed
- Orders Assigning Soldier to JBLM OR ERB

2. Exception to Policy Certificates of Non Availability-Final approving authority is the Joint Base Lewis-McChord Garrison Commander

Category-Joint Custody/Visitation Rights

- FSBP-HJB Form Letter 200 (must be signed through Brigade Commander)
- Memorandum for record from Soldiers Unit Commander detailing the basis of the ETP request
- Court Ordered Document/Parenting Plan with dates of Custody or Visitation
- Orders Assigning Soldier to JBLM OR ERB
- Copies of any supporting documentation referenced in the memorandum for record.

If "financial hardship" request, Army Community Services Financial Advisor review required.

Certificates of Non Availability Packet Requirements

Category-Lease or Mortgage Prior to Civilian Spouse Service Enlistment

- FSBP-HJB Form Letter 200 (must be signed through Brigade Commander)
- Memorandum for record from SM's Unit Commander detailing the basis of the ETP request.
- Copy of marriage certificate.
- Copy of Spouse enlistment orders.
- Copy of lease, rental agreement or mortgage.
- Copy of orders assigning SM to JBLM or copy of current ERB.
- Copies of any supporting documentation referenced in the memorandum for record.

If "financial hardship" request, Army Community Services Financial Advisor review and verification required.

Category- SM Spouse Death without Dependents

- FSBP-HJB Form Letter 200 (must be signed through Brigade Commander)
- Memorandum for record from SM's Unit Commander detailing the basis of the ETP request.
- Copy of death notification.
- Copy of lease, rental agreement or mortgage.
- Copy of orders assigning SM to JBLM or copy of current ERB.
- Copies of any supporting documentation referenced in the memorandum for record.

If "financial hardship" request, Army Community Services Financial Advisor review and verification required.

Category- Miscellaneous Exception to Policy

- FSBP-HJB Form Letter 200
- Memorandum for record from SM's Unit Commander detailing the basis of the ETP request.
- Copy of lease, rental agreement or mortgage.
- Copy of orders assigning SM to JBLM or copy of current ERB.
- Copies of any supporting documentation referenced in the memorandum for record.

If "financial hardship" request, Army Community Services Financial Advisor review and verification required.

Certificates of Non Availability Packet Requirements

Key Points-

***Do NOT to enter or sign a lease or rental agreement UNTIL you have obtained an approved CNA with certificate number and effective date. If you have already entered into a lease or rental agreement without an approved CNA (contrary to AR 420-1), you should NOT to renew your existing lease or rental agreement or enter into a new lease or rental agreement UNTIL you have obtained an approved CNA with certificate number and effective date.**

***Simple CNA requests can be processed same day on a walk in basis at the First Sergeant's Barracks Program (FSBP) Branch, bldg. 2008, rm A316 M-F 0900-1500hrs. Exception to Policy CNA's can take between fifteen (15) and thirty (30) calendar days to process and that the POC provided in SECTION 1 will be notified by FSBP of CNA approval or disapproval.**

*** If my request for CNA is approved, I understand that I will be required to complete a mandatory HSO Off-Base Rental briefing before my CNA certificate number will be issued.**

*** If the ETP CNA is approved it will only be issued for a 1 year period. IAW the Joint Travel Regulation you must submit a request each year to validate the BAH requirement / request. Do not extend your lease until receiving approval through the ETP process for the next year, as approval of the ETP is not guaranteed. The processing of the ETP takes time therefore, submit ETP requests for continuous years in a timely fashion.**